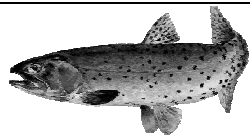




# The California Department of Fish & Game Invites you to take the Departmental Promotional Examination for Fish and Game Captain



**FINAL FILING DATE: December 10, 2009**  
(Application must be postmarked by this date)



*Department of Fish and Game employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.*

## Position Information

### Position Description:

Under general direction, incumbents supervise and direct the work of Fish and Game Lieutenants, Fish and Game Wardens, or other personnel; are responsible for an operating budget to plan and conduct enforcement efforts in a geographic area of the State; make recommendations concerning the arrest and prosecution of violators; plan and conduct effective patrols on land and/or utilizing fish and game vessels; supervise and manage equipment use; conduct internal affairs investigations; evaluate, negotiate, and enforce streambed alteration agreements and water pollution violations; act as Incident Commander in major oil and hazardous material spills; evaluate performance and take appropriate action; represent the Department before groups; compose difficult correspondence and reports for the Division Chief and Director. In a specialist assignment, incumbents are responsible for directing and managing statewide programs or programs of high intensity. Incumbents perform staff functions such as recommending changes in laws, regulations, and procedures; assist in proposing changes to departmental policy; prepare documents related to Fish and Game Code regulations and California Code of Regulations; evaluate potential impacts of proposed law enforcement changes and make recommendations; assist in budget preparation; prepare administrative reports; complete appropriate legal documents and reports; conduct and coordinate internal affairs investigations; respond to complex law enforcement-related questions and complaints; plan, develop, and coordinate FTO, Advanced Peace Officer, Defensive Tactics, Firearms Proficiency, Specialized Vehicle Operations, and other training; conduct and evaluate Advanced Peace Officer training; and operate the cadet training academy.

**Salary Range:** \$5468 - \$7237

## How to Apply for this Examination

### Where to Mail:

The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:

**Department of Fish and Game  
Attention: Exam Unit  
1416 Ninth Street, Room 1217b  
Sacramento, CA 95814**

### How to Get an Application:

Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at <http://jobs.ca.gov/OEC/jobs/stateapp.aspx>

**Who Should Apply:**

1. Applicants must have a permanent civil service appointment with the Department of Fish and Game as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

**Accommodations for Persons with Disabilities:**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

**Requirements for Admittance to the Examination****Minimum Qualifications for Admittance:**

*Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.*

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment. **and**

**Education:** Equivalent to completion of two years (60 semester units) of college with 18 semester units in the biological sciences, police science or law enforcement, natural resource conservation, ecology, or related fields. (Students who have 30 semester units of college, and have 18 semester units completed in the required or related fields, will be admitted to the examination, but must produce evidence of completion of 60 semester units before they can be considered eligible for appointment.) **and**

**Either I:** Successful completion of a California POST accredited Law Enforcement Academy, possession of a valid California POST basic peace officer certificate, and currently employed as a peace officer within the State of California at time of application.

**Or II:** Successful completion (within the last 12 months) of a California POST accredited law enforcement academy prescribed by the Department of Fish and Game, and possession of a valid California POST basic academy certificate. **and**

**Either I:** One year of experience in the California state service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Lieutenant (Specialist) or Fish and Game Lieutenant (Supervisor).

**Or II:** Three years of experience in the California state service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Warden, Range B.

**Additional Desirable Qualifications:**

Ability to use word processing software on personal computers; ability to make minor vehicle repairs when service is not available; and ability to safely operate fish and game vessels.

**Characteristics:** work throughout the State; satisfactory record as a law-abiding citizen; neat personal appearance; tact; reliability; keenness of observation; and interest in and aptitude for fish and wildlife conservation and law enforcement work.

**Make Sure you Also Meet These Conditions:** All applicants must meet the experience requirements for this examination and have a permanent civil service appointment with the Department of Fish and Game as of December 10, 2009, to take this examination.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

Since this examination will be administered via the Internet, an email is necessary for obtaining information about this examination. **Please be sure to provide a valid email address** on your application where you would like to receive information regarding this examination.

## ***Examination Information***

**Type of Examination:** This examination consists of a **Qualifications Assessment weighted 100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of **70.00%**. **COMPETITORS WHO DO NOT COMPLETE THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.**

**Scope of Examination: (STUDY THIS to prepare for examination)**

A. Knowledge of:

1. Investigation techniques and procedures.
2. Rules of evidence and court procedures.
3. Laws of arrest, search and seizure, and legal rights of citizens, service of legal process.
4. State and applicable Federal laws.
5. Basic principles and techniques of natural resources management.
6. Habits, life histories, ecological relationships, and geographical distribution of sport and commercial fishes and wildlife in California.
7. Sport and commercial fishing and hunting practices and equipment.
8. Current court decisions.
9. Provisions of the Fish and Game Code and other laws, rules, regulations, and policies relating to the conservation and protection of fish, wildlife, and their habitat in California.
10. Instruction in the care and use of firearms and equipment.
11. Basic supervision.
12. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, and discrimination complaint process.
13. The Department's Equal Opportunity Program objectives.
14. Principles and techniques of personnel management.
15. In service training.

B. Ability to:

1. Gather and analyze facts.
2. Reason logically, draw valid conclusions, and make appropriate recommendations.
3. Follow instructions.
4. Communicate effectively and write clearly and concisely.
5. Establish and maintain effective working relationships with those contacted in the work.
6. Learn rules and regulations.
7. Interpret, apply, and enforce fish and game laws.
8. Analyze situations accurately, think and act quickly in emergencies, and take effective action.
9. Establish and maintain tactful and effective relations with the public.
10. Learn safety and proficiency with firearms, peace officer protective equipment and other equipment used on the job.

**Scope of Examination: (STUDY THIS to prepare for examination) continued**

11. Administer first aid treatment.
12. Assist in the interpretation and application of biological information and laws and regulations to specific situations.
13. Participate effectively in investigations and interviews.
14. Work on field assignments without close supervision and primarily on own initiative.
15. Train and act as a lead over new Fish and Game Wardens.
16. Prepare accurate and concise reports.
17. Implement specific programs.
18. Direct or conduct complex investigations of fish and game law violations.
19. Coordinate required training.
20. Supervise and direct work.
21. Evaluate employee performance.
22. Conduct and coordinate internal affairs investigations.
23. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment (LEAP), Reasonable Accommodation, and discrimination complaint process.
24. Plan, conduct, and evaluate training programs.
25. Implement programs to protect fish and wildlife resources.
26. Assist in budget preparation.
27. Coordinate special enforcement activities.

**Veterans Preference:**

Veterans preference credit is not granted in promotional examinations.

**Length of List Eligibility:**

A departmental promotional eligible list will be established for the Department of Fish and Game. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## **Questions?**

If you have any questions concerning the Fish and Game Captain examination or the testing process, please contact Tanya Bell, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at [www.dfg.ca.gov](http://www.dfg.ca.gov).

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## **Additional General Information**

### **IMPORTANT: What to do if you haven't received any notifications:**

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

### **Remember, Examinations are Competitive**

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

### **How Qualifications are Rated:**

**General Qualifications for all Examinations:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

## **Additional List Information:**

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

## **Miscellaneous Information:**

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

### **California Relay (Telephone) Service for the Deaf or Hearing-Impaired**

**From TDD phones: 1-800-735-2929**

**From voice phones: 1-800-735-2922**

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.